

S-E-C-R-E-T

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3 October 1958

MEMORANDUM FOR: Career Council

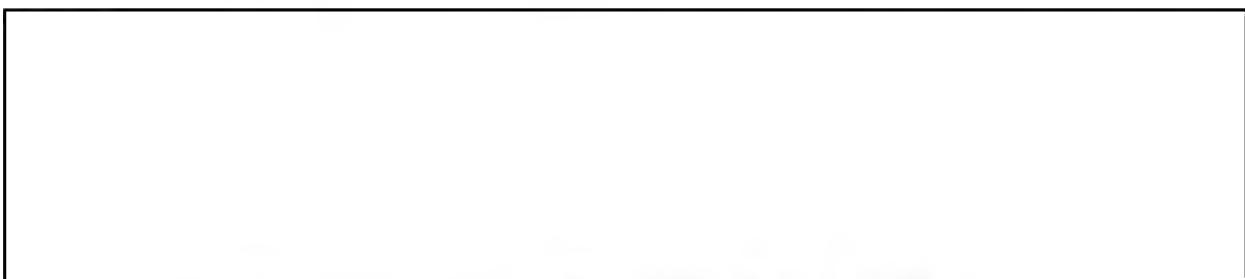
SUBJECT: Records of Uncompensated Overtime

1. Pursuant to my commitment to the Career Council at its meeting on 23 July 1958, I am forwarding herewith a memorandum from the Comptroller concerning the maintenance of uncompensated overtime records and the probable values of such information. Since this document recommends the development of a separate reporting mechanism, but does not clearly state why the present time and attendance report could not be adapted to this purpose, I have inquired further into this aspect of the problem and present the following supplemental comments:

(a) There is a very important time factor involved in the processing of payrolls, particularly in pay periods with holidays. The injection of this additional factor would necessitate the punching of a separate group of IBM cards and thereby slow the payroll processing.

(b) The T & A Form is already crowded, and the most that could be reflected would be a single figure representing total uncompensated time during the pay period. It would be impossible to reflect such time on a day-to-day basis. Such composite reporting would eventually degenerate into guesses, and the product would be of doubtful accuracy. To be effective, the reporting system should be based on a daily "worksheet".

(c) If uncompensated overtime is recorded on the T & A Form, thereby introducing another factor to be separated, it would increase the incidence of error and possibly result in decreased accuracy in 25X1 the overall processing.



3. In this age of frozen monetary and personnel ceilings, and with the heavy emphasis on the elimination of marginal requirements, it would seem to be inadvisable to further complicate the administrative reporting unless there is a clearly demonstrated need for the product to be obtained.

/s/

L. K. WHITE

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Attachment

(Support)

1 cc - O/Comptroller

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